

I. THE PLANNING PROCESS

Boston Urban Gardeners will undertake an open space planning process. In addition to working closely with Task Force's Open Space Subcommittee, Boston Urban Gardeners will initiate (in cooperation with the Subcommittee and BRA staff) a "cross-disciplinary" Advisory Committee to the study (to include but not be limited to representatives of the groups and organizations listed below):

- The Mid-Town Cultural District's District Task Force's Visual Arts Committee (and particularly the Open Space Subcommittee chaired by Stella Trafford);
- The Friends of the Public Garden and Common;
- The Boston Greenspace Alliance;
- The Chinatown/South Cove Neighborhood Planning Council;
- The Chinatown Housing and Land Development Task Force;
- The Bay Village Neighborhood Association;
- The Downtown Crossing Association;
- The Boston Natural Areas Fund;
- The Massachusetts Cultural Alliance;
- The Massachusetts Council for the Arts and Humanities;
- representative of the MBTA working on the areas surrounding the several T stops within the District;
- representative of area day care centers;
- interested developers, design professionals, and businesspeople, especially those located in or near the future Mid-Town Cultural District;
- the BRA's landscape architecture, urban design and planning staff as instructed by the Mid-Town Cultural District Development's Director.

The study's Advisory Committee will assist Boston Urban Gardeners in formulating open space/streetscape issues of primary concern, be the audience for special presentations regarding the open space and streetscape treatment in other cities with Cultural Districts, and review preliminary conclusions and recommendations.

The goal in creating an Advisory Committee of this kind is to develop a multi-dimensional, consensus approach to open space issues within the Mid-Town Cultural District by including various perspectives and interests in the open space planning process from the beginning.

II. WORKING GOALS AND HYPOTHESES

The following goals are described to give both the BRA and the participants of the planning process a sense of the approach which Boston Urban Gardeners would take to an open space needs assessment and planning study of the Midtown Cultural District. These working assumptions ^{as} are stated here help us clarify -- and modify, as appropriate -- the proposed scope of work.

The goals of an open space planning study of the Mid-Town Cultural District

Goal: To enhance the environmental quality of the District as an essential component of its future success.

1. The primary green space nodes associated with the Cultural District will probably be the Common and Elliot Norton Park.
2. Other green/recreational space possibilities may become available in the not too distant future in conjunction with the Artery/Third Harbor Tunnel Project's reconfiguration of the land adjacent to Chinatown, and with development of the Turnpike air rights.
3. The Hinge Block should be specifically studied for its possible contribution in meeting the green and performance space needs of this part of the Mid-Town Cultural District.
4. Any substantial new open or green space proposed for the Mid-Town Cultural District should be carefully evaluated in terms of both programming (active, positive uses) and maintenance accountability.

5. Street trees will help to enhance environmental quality but should be designed for and planted with extra care, as site conditions will be difficult to extremely difficult in most parts of the District.

6. Existing open spaces within the District (such as Five Cent Savings Park, Filene's Park, Liberty Tree Square, Downtown Crossing's walking areas and others) should be evaluated to see whether they fulfill the purposes for which they were designed and whether the creation of the District will lead to changes in their use or intensity of use which will have future design implications.

5. An important sub-contract to any open space study should be an examination of the micro-climates in the area, i.e. a study of sun access at street level. This study (which shall be contracted for by the BRA) will determine appropriate places for outdoor seating and play, which could themselves be sculptural. It will also assist in siting outdoor plantings and performance spaces, and could also assist in evaluating development proposals. (It is quite possible, given the existing and proposed density of the area, that these mini-spaces -- as many of them are destined to be -- will finally play the critical role in creating a sense of liveliness and livability at street level.) *Identify all possible "sun catches"*

(Note: We understand that wind studies of the District are underway. These, along with sun access studies, will be essential in determining appropriate outdoor seating and planting areas.)

Goal: To ensure that open, green or performance spaces within the District be finely tuned according to the District's highly diverse needs and uses.

1. Space within the Mid-Town Cultural District is already at a premium, and one should assume that setting aside new open spaces as parks or performance spaces will be difficult (although possible). It is very important to plan and evaluate each potential new open space (whether exterior or interior) in multi-dimensional terms:

- as potentially both recreational and performance/exhibition space;
- as providing for different needs and uses during different times of the day (for example, serving the needs of day care centers during the day and theater goers at night;

- as changing in use or intensity of use seasonally (example: a space which receives direct sun during one season should be available for outdoor sitting/people watching, etc. This same space in shadow over several months could be lit as a temporary exhibition space for sculpture or performance.)

(Given the recent identity of some portion of the District as the former Combat Zone, special attention must be paid, when planning new open spaces, to issues of public safety. Care must be taken to sensitively balance public access with public safety.)

Provide focus for the district's identity

Goal: To assist in creating a special identity for the District which does not, on the other hand, overwhelm either its neighbors and or its own distinctive components.

1. The Mid-Town Cultural District, especially the "theater district" part of it, should visually communicate a fresh, energetic identity at the street level which reflects its multi-dimensional purposes and uses. The treatment of its exterior and interior streetscapes, the creation of performance spaces and green spaces, and the use of permanent and temporary installations of public art are all means of contributing to this identity.

The identity of the Mid-Town Cultural District should reflect the needs, aesthetic values and creativity of:

- the visual arts' community;
- the theater arts community; and
- the Flynn Administration's commitment to a multi-cultural city and to the city's children.

(The Mid-Town Cultural District will, by definition, contain a number of new Day Care Centers. Combined with the large number of children in Chinatown, the District's streetscape should "work" and offer its special identity at a child's scale as well as for adults).

2. Despite the importance of creating a special identity for the Mid-Town Cultural District itself, sensitive and creative treatment of the edges of the District -- those places where it becomes a neighbor -- are critical to its success.

- The District's edge on the Common should reinforce and protect the natural and historic attributes of this well loved and central green space. To the greatest possible extent, physical green links and sight lines to the Common should be created or strengthened as appropriate. The Common rather than the District should be the dominant aesthetic force at this edge, although the District's identity and offerings should be apparent and inviting from the Common.

- The District's relationship to Chinatown should be treated with great respect and sensitivity. Any special street level and open space treatment related to the Midtown Cultural District at this edge should reinforce the distinct but connected identity of Chinatown as a residential neighborhood while improving the quality of life for Chinatown's residents, merchants and customers.

- The District's borders with Bay Village, like those with Chinatown, should be handled with great sensitivity at the street level to preserve and protect the essentially residential and architecturally consistent fabric of this neighborhood.

- The District's relationship at street level to the Ladder Blocks should reinforce their historic architectural character.

- The District's relationship to Downtown Crossing should address the challenge of creating aesthetically complementary but possibly distinct identities at the street level.

III. PROPOSED SCOPE OF WORK

Phase I: Data Collection

1. Set up initial meeting(s) with BRA staff to determine the broad outlines of the Midtown Cultural District Open Space Needs Assessment and Planning Study, and to set up a process for inviting participation in the study's Advisory Committee. Refine study goals and parameters, and clarify the status of related, ongoing planning and research.

2. Review relevant planning, design and environmental studies, committee work, and current development proposals.

3. Inventory and map existing open and green spaces within and adjacent to the District. Working with the Advisory Committee, evaluate the current uses and success of, and possible future demands on, existing open spaces within and adjacent to the District.

4. Research, obtain pictures and slides, and present to the Advisory Committee (and Task Force) examples of what other cities have done with open space in Cultural Districts. Invite one or several speakers to present experiences, slides, etc.

5. Plan and organize three focus group/planning discussions to fully explore and understand the different and potentially competing -- also potentially complementary -- visions of open space needs within the District:

- one focus group with open/greenspace advocates regarding their perspective on the needs of the District (and including a representative from Downtown Crossing and Chinatown);

- one focus group with representatives of the arts (performance and visual) community regarding their perspective on the needs of the District (and including a rep. from Downtown Crossing and Chinatown); and

- one focus group with day care providers and parents.

6. Arrange for eight to twelve in-depth interviews, to follow up on focus-group discussions and to further explore other perspectives (developers, retailers, other consultants to the BRA engaged in physical planning, etc.).

7. Review micro-climate (sun) and wind studies.

(Optional: 8. Organize a luncheon or dinner for architects, landscape architects and urban designers, particularly those who are professional "residents" or "neighbors" of the District, to discuss needs/issues/concepts raised during the data collection phase of the open space needs assessment and planning study. Ask them to literally "draw conclusions" as they see them in a brain-storming/ideas gathering session as a further part of the data collection component of the project. Work with BRA staff to prepare background materials, invite participants, etc.

Phase II: Analysis

9. Evaluate results of data collection (including meetings with BRA staff and the Advisory Committee).

10. Draft preliminary conclusions.

Phase III:

11. Review preliminary conclusions with BRA staff and Advisory Committee members.

12. Make necessary changes and draft final report (including maps).

13. Review final draft report with BRA staff and Advisory Committee.

14. Produce final report and submit.

IV. PROPOSED BUDGET

Project Staff

Charlotte Kahn, Executive Director and Project Manager*

1 1/2 days/week equivalent @ \$50/hour x 13 weeks = \$ 7,800

Beth Arndtsen, Landscape Architect*

1 1/2 days/week equivalent @ \$40/hour x 13 weeks = 6,240

Nadine Gerds, Landscape Architect*

3 days/week @ \$40/hour x 13 weeks = 12,880

Consulting Landscape Architect/Urban Designer

3 hours/week equivalent @ \$100/hour x 13 weeks = 3,600

Consulting Architect/ Urban Designer

2 hours/week equivalent @ \$130/hour x 13 weeks = 3,480

Work-Study Student Assistant (from the Harvard Graduate School of Design or Cornell's Department of Architecture and Planning)

Fulltime x 13 weeks (equiv.) = 2,400

* Please note: The hourly rates for staff work represents both salaries and direct project expenses such as local travel, occupancy, telephone, office supplies, insurance, supervision and internal design review.

Project Materials

Graphics supplies, reproduction of maps,
photographic supplies = 1,500

Reproduction of Draft Documents = 500

TOTAL PROPOSED BUDGET = \$38,400

Other Project Expenses

Travel expenses for speakers or research, meeting expenses, etc.,
as deemed to be necessary and desired by BRA staff and
Advisory Committee members, will be determined and arranged
for as separate from or in addition to this contract)

Printing Costs

The BRA will be responsible for the cost of
printing the final report. (Boston Urban Gardeners will submit
camera-ready copy and maps in an agreed upon format.)

CHARLOTTE KAHN

56 Hawes Street, Brookline, MA 02146

EDUCATION:

Harvard Graduate School of Design, Cambridge, MA.
Loeb Fellow, 1984-1985.

Antioch University, Cambridge, MA., 1979-1980.
Master of Education.

Boston Architectural Center, Boston, MA., 1972-1973.
Courses in environmental planning and design.

Cornell University, Ithaca, N.Y., 1966-1969.
French and Italian literature. Phi Beta Kappa.

PROFESSIONAL WORK EXPERIENCE:

- 1977 - present Executive Director, Boston Urban Gardeners, Inc.,
Boston, MA.
Responsible for program planning and development,
fundraising, urban open space policy research and
formulation, administration and public relations. Recent
programs include community gardens, vacant lot
reclamation, landscape work in public housing
developments, a training program for economically
disadvantaged residents of Boston in landscape design,
construction and management, and planning, design and
programming for neighborhood-scale open spaces. (1977 -
1981, Co-Director.)
- 1976 - 1977 Founding Director, South End Garden Project, Boston, MA.
Administrator and community organizer. Worked with
low-income neighborhood residents to develop community
gardens on vacant city-owned land. Wrote initial funding
proposals, solicited donations of materials and services,
organized volunteers, coordinated work with public
agencies responsible for community development and
urban design.
- 1976 - 1980 Consultant, Federal Emergency Management
Administration, Washington, D.C.
Researched the relationship of fire and burn hazards to
age, income and environmental factors. Developed
curricula for grades K - 12. Initiated and participated in
a study evaluating fire and burn education materials
designed for high-risk and low-income populations.
Directed workshops for firefighters and fire educators in
cities throughout the country. Served as a member of
the Commonwealth of Massachusetts' Arson Task Force.

1974 - 1975

Freelance editor, writer, consultant.

Wrote every third issue of the Atlantic Monthly's educational supplement for high school and college English courses, Boston, MA.; a report for the American Institute of Architects under contract to Dober, Paddock, Upton, Inc., Cambridge, MA.; a space utilization study for the Canton Hospital School for Handicapped Children, Canton, MA.; and a report for the National Fire Protection Assn. on attitudes and behavior toward fire and fire education under contract to Richard Strother Associates, Cambridge, MA.

1972 - 1974

Writer/producer, Ealing Films, Newton, MA.

Wrote scripts and produced filmstrips for a Houghton Mifflin educational science program, grades 1-3. Researched and co-produced an eight-part series of filmstrips on urban studies for high school students on such topics as unemployment, housing, transportation, pollution and the history and future of the American city.

ORGANIZATIONAL AFFILIATIONS:

Vice President (and recent past President), Boston GreenSpace Alliance

Advisory Committee to Massachusetts' Secretary of Environmental Affairs, James Hoyte

Advisory Committee, State Comprehensive Outdoor Recreation Plan (SCORP)

Member, Shade Tree Advisory Committee, Boston Parks and Recreation Department

Member, Advisory Committee, Massachusetts Executive Office of Transportation's Open Space Acquisition Program

ELIZABETH ANN ARNDTSEN

108 Kendall Street, Walpole, MA 02081

EDUCATION

Harvard University, Graduate School of Design,
Cambridge, Massachusetts
Master of Landscape Architecture, 1984
Third-year studio project selected by local residents
for construction. Highland Park, Roxbury, MA

Vassar College, Poughkeepsie, New York
A.B. Environmental Design, 1980
Phi Beta Kappa, Thesis Distinction

SUNY College of Environmental Science and Forestry
Landscape Architecture, 1974-1976

PROFESSIONAL WORK EXPERIENCE

1984 - present

Boston Urban Gardeners, Boston, MA
As staff landscape architect at this nationally recognized
community-based organization, accomplished the
following:

- compiled Abutter Lot Handbook to assist homeowners
and abutters to city-owned vacant lots in purchasing and
developing the land into usable community or residential
open space and parking. Design planning, construction
and budgeting information is included;
- researched and produced a Landscape Maintenance
Manual for On-Site Personnel for the Venture for Quality
Public Housing, a consortium of eight Northeastern/Mid-
Atlantic cities, funded by HUD;
- researched and compiled a Landscape Maintenance
manual for the Cambridge Housing Authority specifically
designed to address the Authority's landscape plantings,
budget and staffing patterns. In addition, compiled tree
and shrub inventory of 29 developments with
recommended scope of work for professional arborists;
- responsible for design, project management,
construction supervision and maintenance planning of
community gardens, tot lots, and other neighborhood-
based public open spaces.
- developed capital budget recommendations to Boston's
Public Facilities Department for the improvement of
outdoor athletic facilities at four community schools;
- designed high visibility highway roadside landscape
improvements for State of Massachusetts Department of
Public Works;

- also developed budgets, cost estimated and managed construction budgets tracking for projects;
- taught landscape design component in job training program for landscapers.

- 1983 Self-employed, residential design, Worcester, MA
Designed multi-level deck and landscaping. Site supervision of deck construction.
- 1982 Town of Shirley Conservation Commission, Shirley, MA
Graphic Design and preparation of Open Space and Recreational Plan (photography, drawings and 11 maps).
Researched tax records to access existing open space and to identify tax title lands. Researched methods to preserve and to protect open space/conservation lands.
- 1981 Architectural Designers and Builders, Boston, MA.
Office manager. Coordinated office space expansion for design/build firm specializing in solar homes.
- 1980 Hudson River Shorelands Task Force, Red Hook, NY
Compiled tax records of shoreland properties. Recorded detailed site and building plans of large historic estates.
Updated and transferred information onto assessors' maps for Task Force Study purposes.
- 1979 Healy's Greenhouse and Garden Center, Brookline, MA
General manager.
- 1978 Geneva Lake Watershed Environmental Agency, Fontana, WI. Conducted a groundwater survey of private wells in watershed region to educate the public on septic system care and on local environmental concerns.
- 1977 Dr. H. F. Werkmeister, BDLA-IFLA, West Germany
Technical drawing. Prepared graphic presentations for client meetings and competitions in German-speaking landscape architecture office.
- 1976 Martha's Vineyard Commission, Oak Bluffs, MA
Prepared and presented graphic information to regional planning and regulatory meetings. Assembled maps for "208" water quality study. Developed thematic maps for housing, land use and water quality studies.

Nadine Gerdtz
8 Upton Street
Cambridge, Massachusetts 02139
Tel. (617) 661-9446

EDUCATION

Harvard University Graduate School of Design
Master of Landscape Architecture, with distinction, June 1986

Brown University
A.B., American Civilization, June 1979

PROFESSIONAL EXPERIENCE

January 1987-
present

Landscape Architect
Boston Urban Gardeners, Inc., Boston, Massachusetts

Program Director, Community Landscape Design.
Provide landscape design and planning services to city agencies,
community development corporations, and neighborhood groups.

Projects include:

- South End Open Space Needs Assessment
for the Boston Redevelopment Authority.
- Master Plan for Mission Hill Playground/Smith Park, Roxbury, Massachusetts
for the Program on Public Space Partnerships, Harvard University
and the Boston Department of Parks and Recreation.
- Maintenance Manual and Design Guidelines
for Cambridge Housing Authority.
- consultation on planning and design issues for Venture for Quality Public Housing,
consortium of public housing authorities of the southeastern United States.

June 1986-
November 1986

Landscape Designer
Landscape Design Associates, Northeast Harbor, Maine
Residential projects involved design and installation of perennial beds
and research on plants used in Beatrix Farrand's Maine gardens.

July 1984-
June 1986

Landscape Architect/Technical Writer-Editor
National Park Service
North Atlantic Region, Office of Planning and Design, Boston, Massachusetts

Project Coordinator, Blackstone River Corridor Study, technical
assistance to Rhode Island and Massachusetts for planning in the
Blackstone River Valley.

Project Manager/Principal Author, Working Water: A Guide to the Landscape of the
Blackstone River Valley, published by Rhode Island Department
of Environmental Management.

Planner, Acadia National Park.

Projects included:

- Visitor Use and Visual Quality Study, Mount Desert Island
- Fire Management Plan, Isle au Haut
- Vegetation Study, Thompson Island

ACADEMIC AND TEACHING EXPERIENCE

September 1988- December 1988	Instructor Principles of Landscape Design in the Urban Context Boston Architectural Center, Continuing Education Program
January 1988- May 1988	Program Coordinator /Instructor Introduction to Landscape Design and Construction Boston Urban Gardeners' Landscape Skills Training Program Roxbury Community College
January 1987- March 1987	Visiting Faculty in Environmental Design Introduction to Landscape Design Principles College of the Atlantic, Bar Harbor, Maine
February 1986- May 1986	Teaching Assistant Planning and Design of Landscapes, Professor Carl F. Steinitz Harvard Graduate School of Design, Department of Landscape Architecture
February 1985- May 1985	Teaching Assistant Plants and Design, Associate Professor Michael R. Van Valkenburg Harvard Graduate School of Design, Department of Landscape Architecture
September 1983- May 1984	Herbarium Assistant Harvard University Herbaria, Harvard University, Department of Biology
July 1980- August 1983	Assistant Director of Admissions College of the Atlantic, Bar Harbor, Maine

INDEPENDENT DESIGN PROJECTS

1988	Courtyard garden New Hampshire Central Psychiatric Facility, Concord, New Hampshire Landscape design in collaboration with artist Lee Schuette.
1988	Residential master plan and garden Somesville, Maine
1986	Residential garden West Kingston, Rhode Island
1986	Residential roof garden New York, New York

MEMORANDUM

TO: BOSTON REDEVELOPMENT AUTHORITY AND
STEPHEN COYLE, DIRECTOR

FROM: KRISTEN MCCORMACK, DIRECTOR
MIDTOWN CULTURAL DISTRICT DEVELOPMENT

SUBJECT: OPEN SPACE NEEDS ASSESSMENT AND PLANNING STUDY FOR THE
MIDTOWN CULTURAL DISTRICT.

SUMMARY: Request to enter into a contract with Boston Urban Gardeners to provide planning and design services for the formulation of an Open Space Plan for the Midtown Cultural District. Data and conclusions will be provided in a final report.

The Midtown Cultural District Plan is the first district plan developed pursuant to the requirements of the Downtown Zoning Plan, enacted in September 1987. The Midtown Cultural District stretches from the edges of Boston Common through Downtown Crossing, the Ladder Blocks, the Combat Zone, the Theater District, and Park Square. A District Plan for the adjacent Chinatown neighborhood, also required by the Downtown Zoning Plan, is currently being developed.

The Midtown Plan proposes to "establish permanent zoning policies and programs to manage new growth, build mixed-income housing, meet cultural needs, preserve historic buildings, establish neighborhood business opportunities, protect and create open space, create day care facilities, and improve local transportation systems". Improvements and additions to the district's network of open space will help better define the district and encourage active uses during both the day and evening hours.

In response to comment letters and testimony submitted to the Authority regarding concern for sensitive open space planning in the Midtown Cultural District, and in accordance with the Midtown Cultural District Plan, it is recommended that the Authority undertake an open space plan for the Midtown Cultural District. The City of Boston Parks and Recreation Department, Greenspace Alliance, Friends of the Common and Public Garden, Boston Society of Architects, and other constituent groups are ready to assist and co-ordinate their plans for open space with those of the Midtown Cultural District.

The Boston Urban Gardeners (BUG) proposes to organize and coordinate the community process, conduct interviews, collect data, research and prepare schematics to best determine the needs for open space in the Midtown Cultural District. BUG will analyze the information and provide conclusions and recommendations for open space siting. Presentation boards and a final report will be produced.

An appropriate vote follows:

VOTED: That the Director be and hereby is authorized to enter into a contract with Boston Urban Gardeners to provide open space planning and design services for the Authority for an amount not to exceed \$30,000.00. The services shall be provided over a period of six (6) months.

